

6/17/63 Distributed to all Area

Records Officers

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17 June 1963

STAT

RECORDS MANAGEMENT 1-3-4
Memos to all ARO's

TO :

FROM : CIA Records Administration Officer

SUBJECT: Annual Report of Records Holdings and Equipment Inventory

1. This is a reminder of the need for a report of your records holdings and amount of records destroyed during the past fiscal year. In addition, an inventory of filing equipment is requested.

2. The statistical data will enable us to measure the effectiveness of the Records Management Program in the Agency and will provide the basic information for my report to the National Archives and Records Services, GSA.

3. Your findings may be recorded below and transmitted to my office by 16 August 1963. If you have any difficulty in meeting this deadline, please call me.

STAT

RECORDS

cu. ft. of records
on hand 1 July 1962

cu. ft. of records
on hand 30 June 1963

cu. ft. destroyed during
FY 1963. (Do not include
those destroyed by the
Records Center.)

EQUIPMENT

Type

Number

Safes

4-drawer

5-drawer

2-drawer

Cabinets

5-drawer

4-drawer

card sizes

(3x5, 5x8,

IBM, etc.)

Map cases

Other (exclude shelf filing)

Area Records Officer